

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 JUN 30 PM 3:38

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange

Travel date(s): May 27 to June 3, 2017

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,580.51	985.07	402.11	none
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attended various meeting with leading policy experts on US-Asia relations and high-level government, civil society and private sector leaders

6.30.2017  
(Date)

Josie Villanueva  
(Printed name of traveler)

Josie Villanueva  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6.30.2017  
(Date)

Tammy Duckworth  
(Signature of Supervising Senator/Officer)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

17 JUN 30 PM 2:57

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Josie Villanueva

Travel date(s): May 27 to June 3

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,580.51	985.07	402.11	none
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

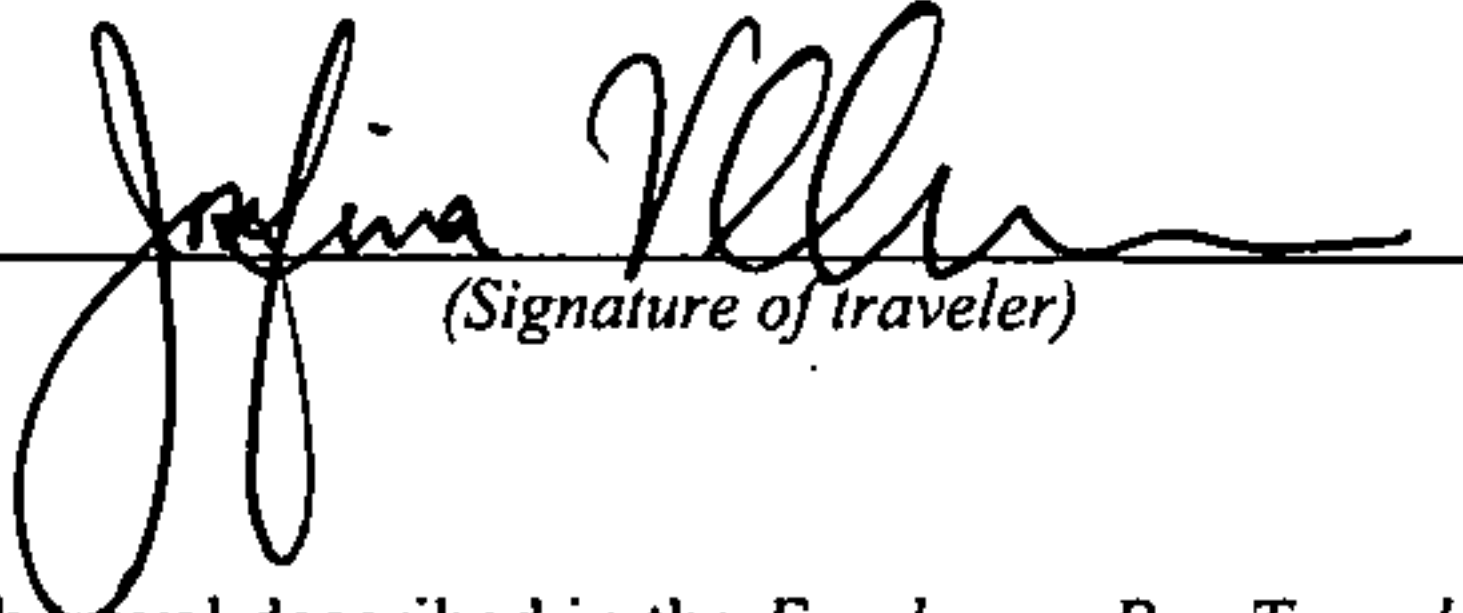
Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attended various meeting with leading policy experts on US-Asia relations and high-level government, civil society and private sector leaders

6/30/2017  
(Date)

Josie Villanueva

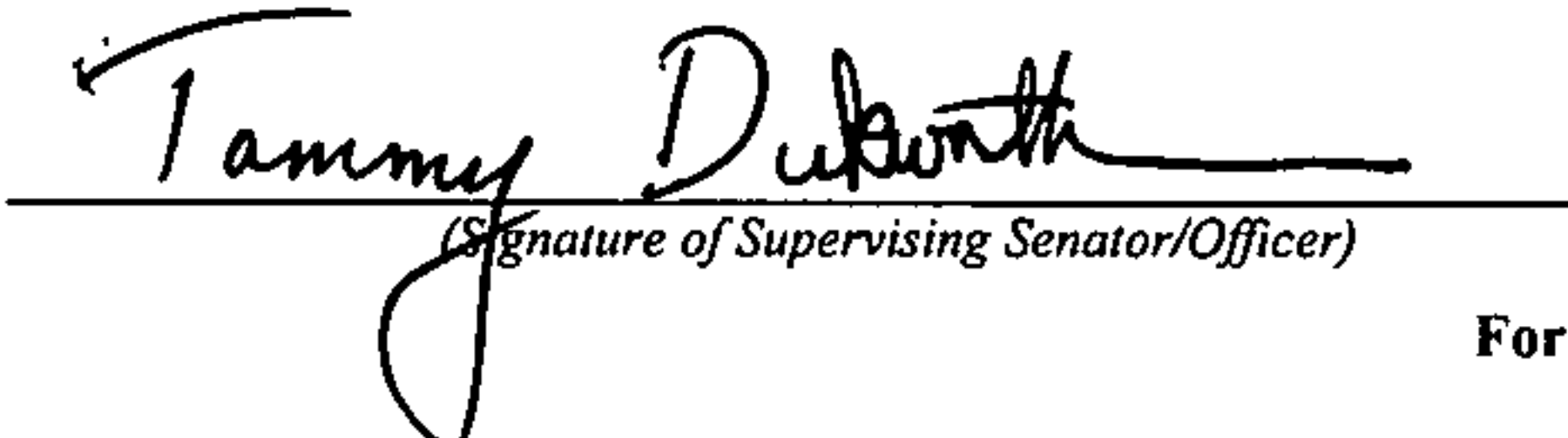
(Printed name of traveler)

  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6.30.2017  
(Date)

  
(Signature of Supervising Senator/Officer)



JAPAN CENTER  
FOR  
INTERNATIONAL  
EXCHANGE, INC.  
(JCIE/USA)

135 West 29th Street, Suite 303, New York, NY 10001  
Tel: (212) 679-4130 Fax: (212) 679-8410  
URL: <http://www.jcie.org>

(米国法人) 日本国際交流センター

April 24, 2017

Ms. Josie Villanueva  
Legislative Assistant  
Office of Senator Tammy Duckworth  
524 Hart Senate Office Building  
Washington, DC 20510

Dear Ms. Villanueva,

It is with great pleasure that I officially invite you to participate in the Japan Center for International Exchange's 2017 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be convened from May 27- June 3, and it will involve meetings with high-level government, civil society, and private sector leaders as well as briefings from leading policy experts in Japan.

We ask that participants arrive in Tokyo on Sunday, May 28, which requires departing from the United States on Saturday, May 27. At the end of the program, we plan for the group to leave Japan on Saturday, June 3, and arrive in Washington DC on the same day. JCIE will make all of the necessary travel arrangements. As a program participant, economy class airfare to Japan, domestic travel in Japan, lodging, meals, and all other program-related expenses will be covered by JCIE. Prior to the trip we will plan to arrange one pre-departure briefings on key issues in US-Japan relations on Monday, May 15.

As you know, JCIE, which is a NY-based 501(c)(3) nonprofit organization, is the sponsor of the program, and the program is made possible by funding provided by the Japan-US Friendship Commission, a US federal agency.

My colleague Yuki Poudyal will be in touch with you shortly to confirm the details for your travel. In the meantime, please do not hesitate to contact us if you need additional information. It is a very important time in US-Japan relations, and I feel that this year's program will be a particularly fascinating one. We are grateful that you can join the program and look forward to your participation.

Sincerely,

James Gannon  
Executive Director



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange +
2. Description of the trip: US Congressional Staff Exchange to Japan: Fact-Finding Trip on US-Japan security, economics and political relations with special focus on North Korea
3. Dates of travel: May 27 to June 3, 2017
4. Place of travel: Japan: Tokyo and Hiroshima
5. Name and title of Senate invitees: Please see attached
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor and organizer of this trip, which is part of its US-Japan Political Exchange Program.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JCIE promotes US-Japan dialogue on foreign policy and in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored over 20 Congressional Staff Trips to Japan and its US-Japan Parliamentary Exchange has brought more than 280 Congressional and Diet members to each others' countries over the last 40 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE is involved in various policy dialogues and research activities to promote analysis and discussion of critical issues facing Japan and Asia Pacific in their relations with the US and the rest of the world.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$2,900	\$1,050	\$690	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This program is arranged specifically with regard to Congressional participation

18. Reason for selecting the location of the event or trip

Tokyo offers the best access to leaders from Japanese government and from various sectors of society.

Hiroshima is a city that has played key role in US-Japan relations & provides outside beltway perspective

19. Name and location of hotel or other lodging facility:

Tokyo: Hotel New Otani

Hiroshima: Mitsui Garden Hotel

20. Reason(s) for selecting hotel or other lodging facility:

Tokyo: affordable price, best situated for meetings with Japanese Diet Members & staff.

Hiroshima: affordable price, appropriate meeting space, and accessible to site visits.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The expenses fall below the maximum per diem rates for Tokyo City and Hiroshima as of 4/1/2017 as put forth on the State Department website.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare on commercial flights.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: James Gannon

Name and Title: James Gannon, Executive Director

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, New York, NY 10001

Telephone Number: 212.679.4130

Fax Number: 212.679.8410

E-mail Address: jgannon@jcie.org



## Instructions

(Do not file the Instructions with OPR)

### General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization's prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

*"De minimis" exception:* Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

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## **JCIE Congressional Staff Exchange Program**

### **Names and Titles of Senate Invitees**

#### **Senate Invitees:**

Kimberly Lynn Brandt, Chief Oversight Council, Senate Finance Committee (Sen Orrin Hatch, R-UT)

Monica McGuire, Tax Policy Advisor, Senator Johnny Isakson (R-GA)

Ian Nicholson, Investigator, Senate Finance Committee (Sen Ron Wyden, D-OR)

Emily Patt, Legislative Assistant, Senator Pat Roberts (R-KS)

Josie Villanueva, Legislative Assistant, Senator Tammy Duckworth (D-IL)

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Japan Center for International Exchange (JCIE)

## US Congressional Staff Exchange Program

26th Delegation to Japan

May 27–June 3, 2017

### SCHEDULE

#### Saturday, May 27

12:20 Depart Washington Dulles International Airport [ANA 1]

#### Sunday, May 28

15:25 Arrive at Narita Airport, clear customs

16:15-17:45 Travel by minibus to Tokyo; check-in at Hotel New Otani

19:00- 20:30 **Orientation dinner** [Aux Bacchanales]

Hideko Katsumata, Executive Director & COO, Japan Center for International Exchange

Hifumi Tajima, Chief Program Officer, Japan Center for International Exchange

Dai Funaki, Program Officer, Japan Center for International Exchange

James Gannon, Executive Director, JCIE/USA

*Briefing on the program agenda, key trends in Japanese politics and US-Japan relations that are likely to be raised during the program, and expectations for participants*

#### Monday, May 29

8:30-8:55 Travel via taxi from hotel to JCIE office

9:00-9:30 **Overview of JCIE** [JCIE office]

Akio Okawara, President, Japan Center for International Exchange

*Welcome and brief background of JCIE and its programs in the context of US-Japan relations*

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- 9:30–10:30      **“Trends in Japanese Politics”**      [JCIE]  
                          Toshiaki Miura, Editorial Writer, Asahi Shimbun  
*Roundtable briefing on the Japanese political system, important trends in Japanese politics, and headline issues in contemporary Japanese politics by one of the country’s top political analysts*
- 10:30–10:45      Break
- 10:45–12:00      **“Japan’s Foreign Policy Approaches to the US and Asia”**      [JCIE]  
                          Hitoshi Tanaka, Senior Fellow, JCIE; Chairman, Institute for International Strategy (IIS), Japan Research Institute, Ltd; Former Deputy Foreign Minister of Japan  
*Roundtable discussion with one of Japan’s leading foreign policy strategists on Japan’s foreign policy priorities as well as on his personal experiences secretly negotiating a potential Japanese rapprochement with Pyongyang and what is needed now in dealing with North Korea*
- 12:00–13:30      **“Dealing with North Korea: Japan’s Security Policy”**      [JCIE]  
                          Lt. Gen. (ret.) Koichiro Bansho, Former Commanding General, Western Army, Japan Ground Self-Defense Force  
*Lunch roundtable on Japanese security policy and capabilities relevant for a contingency on the Korean Peninsula as well as other key issues in US-Japan defense relations*
- 13:30–14:00      Travel by minibus to Ministry of Economy, Trade and Industry (METI)
- 14:00–15:00      **“Trade and US-Japan Economic Relations”**      [METI]  
                          Tetsuya Watanabe, Director-General, Multilateral Trade System Department, Trade Policy Bureau, Ministry of Economy, Trade and Industry (METI)  
*Roundtable briefing Japan’s regional trade strategy and trade issues in US-Japan relations*
- 15:00–15:20      Travel by minibus to Diet Members Office Building
- 15:20–16:30      **“US-Japan Trade and Economics: The View from the Diet”**  
                          [House of Councillors Members’ Office Building]  
                          Hon. Yoshimasa Hayashi, Member of House of Councillors (LDP); former Minister of Agriculture; former Minister of Defense

*Discussion with a leading Diet member from the ruling LDP (and a former Congressional staffer) who is an expert on trade about Japanese perspectives on US-Japan trade relations as well as regional trading arrangements such as the TPP and the Regional Comprehensive Economic Partnership (RCEP)*

16:30-17:00 Travel by minibus to Roppongi Hills

17:00-18:00 **“US-Japan Monetary and Financial Policy”** [Goldman Sachs Japan]

Shigemitsu Sugisaki, Vice Chairman, Goldman Sachs Japan Co., Ltd,  
Tokyo; former Deputy Managing Director of the International  
Monetary Fund (IMF)

Yoichiro Sato, Government Affairs, Goldman Sachs Japan

*Roundtable briefing on the prospects for Abenomics and key issues in US-Japan economic relations.*

18:15 Return to the hotel by minibus

19:15 Meet in the Garden Tower lobby

19:30-21:00 Informal Group Dinner (Shibuya)

## **Tuesday, May 30**

7:50 Meet in Room Lapis, 16<sup>th</sup> Floor, Main Building, Hotel New Otani

8:00–9:15 **Breakfast Roundtable with Leaders in the Japanese Diet**  
[Room Lapis, 16<sup>th</sup> Floor, The Main, Hotel New Otani]

Hon. Yukihiro Fujita, Member, House of Councilors (Democratic Party - DP)

Hon. Kenichi Hosoda, Parliamentary Vice-Minister of Agriculture, Forestry and Fisheries; Member, House of Representatives (Liberal Democratic Party-LDP)

Hon. Hideki Makiyama, Member, House of Representatives (LDP)

Hon. Hiroe Makiyama, Member, House of Councilors (DP)

Hon. Keitaro Ohno, Member, House of Representatives (LDP)

Hon. Mitsunari Okamoto, Member, House of Representatives (Komeito)

Hon. Masahiko Shibayama, Special Advisor to the Prime Minister;  
Member, House of Representatives (LDP)

Hon. Keisuke Suzuki, Member, House of Representatives (LDP)

Hon. Yuichiro Tamaki, Member, House of Representatives (DP)

Hon. Kiyohiko Toyama, Member House of Representatives (Komeito)

*Panel discussion with Diet members on how Japanese legislators view US-Japan relations and what they feel the key priorities need to be*

9:15-10:00 Break

10:00-10:30 Travel by minibus to Diet Office Building

10:30-11:30 **“Empowering Women in Japanese Politics and Society”**  
[House of Representatives 1st Office Building]

Hon. Seiko Noda, Member of the House of Representatives (LDP);  
former Minister of Post and Telecommunications

Hon. Noriko Miyagawa, Member of the House of Representatives (LDP)

Hon. Michiyo Takagi, Member of the House of Representatives  
(Komeito)

*Discussion with senior and up-and-coming women legislators in the Japanese Diet about the challenges that women face in Japanese politics, how things have changed, and how the Japanese government is utilizing “womenomics” to make it easier for women to participate in Japan’s workforce*

11:30-12:00 Travel by minibus to Diet Office Building

12:00-13:30 **Luncheon Briefing by Ministry of Foreign Affairs –“Japanese Views of US-Japan Economic and Security Ties”**  
[Japanese Restaurant Kissho, Kioicho]

Keiichi Ono, Deputy Director-General, North American Affairs Bureau  
Yukako Ito, Deputy Director, First North America Division, North  
American Affairs Bureau

Yuki Kadono, First North American Division, North American Affairs  
Bureau, North American Affairs Bureau

Daisuke Roberto Kido, Principal Deputy Director, Second North  
America Division, North American Affairs Bureau

Yukiko Matsuda, Principal Deputy Director, North America Division,  
North American Affairs Bureau

*Luncheon discussion with top official from the Ministry of Foreign Affairs North American Bureau on Japanese perspectives on US-Japan trade, security relations, and other potential areas of bilateral cooperation*

13:30-14:15 Break

14:10-14:30 Travel by minibus to Diet Office Building



14:30-15:10

**“Opportunities and Challenges for the US-Japan Alliance”**

[House of Representatives 2nd Office Building]

Hon. Itsunori Onodera, Member, House of Representatives (LDP);  
former Minister of Defense

*Discussion with a senior Diet member from the ruling LDP who is a foreign policy specialist on US-Japan defense policy, security challenges to the US-Japan alliance from the DPRK and China, and what is needed to further strengthen US-Japan security cooperation*

15:40-16:10

Travel by minibus to JCIE office

16:30-18:00

**Roundtable on US-Asia Relations with Up-and-Coming Foreign Policy Specialists**  
[JCIE]

Ken Jimbo, Associate Professor, Keio University  
Yasuyo Sakata, Professor, Kanda University of International Studies  
Jun Osawa, Senior Research Fellow, Institute for International Policy Studies; Senior Fellow, National Security Secretariat of Japan  
Tomohiko Satake, Senior Research Fellow, National Institute for Defense Studies

*Panel discussion on regional relations in East Asia with mid-career experts on US-Japan relations, Korea-Japan relations, Australia-Japan relations, and cybersecurity*

18:00-18:30

Travel by minibus to Tameike

18:30-20:30

**“Japan’s Demographics, Immigration Policy, and Refugee Policy”**

[Chinese Restaurant Iwaen Tameike]

Eri Ishikawa, Chair of the Board, Japan Association for Refugees  
Toshihiro Menju, Chief Program Officer, JCIE

*Dinner discussion of Japan’s responses to aging and a declining population, as well as Japan’s evolving immigration policy*

**Wednesday, May 31**

9:40-10:15

Travel via minibus from hotel to US Embassy; go through security

10:15-11:15

**US Embassy Briefing on US-Japan Relations** [US Embassy]

Jason Hyland, Acting Charge d’Affaires and Deputy Chief of Mission  
Dave Averne, Commercial Attache  
Jessica Berlow, Second Secretary, Political-Military Affairs Unit

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Daniel Rochman, Counselor, Economic and Science Affairs  
Drew Shufletowski, Deputy Director, Political Affairs  
Jonas Stewart, Press Attache

*Briefing on issues in US-Japan relations and US perspectives on US-Japan basing, security challenges such as the DPRK, trade, and other issues in US-Japan relations*

11:15-11:30 Travel via minibus from US Embassy to Keidanren Building

11:30-13:00 **“Japanese Business Perspectives on US-Japan Economic Relations”**  
[Room 403, 4<sup>th</sup> Floor, Keidanren Building]

Kei Kota, Manager, Government & External Relations Department,  
Tokio Marine & Nichido Fire Insurance Company

Chika Mashiko, Assistant Manager, International Affairs Bureau,  
Keidanren (Japan Business Federation)

Naoto Muraoka, General Manager, Honda Motor CO., Ltd.

Katsunori Nemoto, Managing Director, Keidanren

Mizuki Takura, Vice President, Group Strategy and Executive Office,  
Nomura Holdings Inc.

Teruko Wada, Senior Manager, International Affairs Bureau, Keidanren

Atsushi Yamakoshi, Executive Director, Keidanren US Office

Ryota Yoshimura, Manager, EMEA & CIS and Americas Team, Deputy  
General Coordination Dept, Sumitomo Corporation

*Roundtable discussion with business executives from top Japanese companies on US-Japan trade relations, market access and non-tariff barriers, and investment in the United States*

13:00-13:15 Walk to next meeting

13:15-13:50 Break

13:50-15:00 **“China-Japan Relations in a Changing Asia”** [JA Conference Room 303]  
Akio Takahara, Professor of Contemporary Chinese Politics, Graduate  
School of Law and Politics, University of Tokyo

*Roundtable discussion with Japan's top China expert on Sino-Japanese relations, China's views of the United States, and China's calculations vis-à-vis North Korea.*

15:20-16:00 **Pre-seminar consultation** [JA Conference Room 303]  
Gerald Curtis, Burgess Professor Emeritus, Columbia University; Senior  
Fellow, JCIE

16:00-17:30

**Public Seminar on US Politics and US-Japan Relations**

[JA Conference Room 401]

Moderator: Gerald Curtis, Burgess Professor Emeritus, Columbia University; Senior Fellow, JCIE

*Panel discussion with Congressional staffers as speakers on trends in US politics, the likely key issues on the Congressional agenda for the coming year, and how the US Congress views US-Asia relations, moderated by one of the top American experts on US-Japan relations. There will be 110 attendees, primarily foreign policy experts, government officials, Diet staff, business executives, and others.*

17:30-18:00

**Free Discussion with Seminar Attendees**

18:00-18:20

Taxi back to hotel

19:30

Informal dinner in Shinjuku area

**Thursday, June 1**

6:50-7:30

Minibus from Hotel New Otani to Haneda Airport

8:15-9:40

Flight from Haneda to Hiroshima Airport by ANA673

9:40-11:00

Travel by bus to Mitsui Garden Hotel Hiroshima

11:00-11:15

Check luggage at Mitsui Garden Hotel Hiroshima

11:15-11:40

Travel by bus from Mitsui Garden Hotel Hiroshima to Hiroshima City Hall

11:40-12:10

**Meeting with Hiroshima Mayor Kazumi Matsui**

[Hiroshima City Hall]

Hon. Kazumi Matsui, Mayor of Hiroshima  
Hiroshi Tsumura, Director, International Peace Promotion Department,  
City of Hiroshima  
Yasco Suehiro, Director, Hiroshima Secretariat, Mayors for Peace

*Discussion with the Hiroshima Mayor on US-Japan relations and key issues at the local level to give a sense of how Japanese in Japan's 'heartland' view the United States and foreign relations*

12:10-12:30

Travel by bus to Mitsui Garden Hotel Hiroshima

12:30-14:15

**Nonproliferation Issues in East Asia Security**

[Italian Restaurant Viale, 15 Floor, Sunroute Hiroshima Hotel]

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Yasuhito Fukui, Associate Professor, Hiroshima Peace Institute,  
Hiroshima City University; former Deputy Director General,  
International Peace Cooperation Division, Ministry of Foreign Affairs  
of Japan

*Lunch discussion on the role of nonproliferation and arms control in  
Japanese foreign policy and Japan's relations with neighboring countries*

14:15-14:30 Walk to Hiroshima Peace Memorial Museum

14:30-15:30 **Lecture and Guided Tour of Hiroshima Peace Memorial Museum**

Shuichi Kato, Deputy Director, Hiroshima Peace Memorial Museum  
Yasuko Furuta, Chief, International Affairs Division, City of Hiroshima

*Guided tour of the Hiroshima Peace Memorial Museum to see artifacts from  
the bombing, to get explanations of the recovery process and the legacy of  
the bombing, and to have a briefing on WMD nonproliferation efforts that  
have been inspired by this experience*

15:30-16:00 **Wreath Laying & Guided Tour of the Atomic Bomb Dome**

Shuichi Kato, Deputy Director, Hiroshima Peace Memorial Museum

*We will lay a wreath at the cenotaph that memorializes the victims of the  
atomic bombing (including foreign residents and 12 US POWs). This is the  
site of President Obama's May 2016 speech on nuclear disarmament and  
reconciliation. Then, while explaining how the Hiroshima bombing has  
shaped Japanese thinking about history and US-Japan relations, the  
museum's deputy director will lead the participants through the memorial  
park to visit the A-bomb Dome that was at the epicenter of the blast.*

16:00-17:30 **Discussion with Hibakusha/Atomic Bomb Survivor**

Keiko Ogura, Representative, Hiroshima Interpreters for Peace

*Keiko Ogura, a peace activist who was 8 years old at the time of the  
bombing, will share her recollections of the bombing and how it has  
impacted her life, her family, and Japanese views of US-Japan relations.*

17:30-17:50 Walk back to hotel and check-in

19:00 Informal dinner

**Friday, June 2**

8:15-8:30 Walk to Motoyasubashi Pier

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- 8:45-9:30 Travel from Motoyasubashi Pier by high speed ferry for Miyajima Island
- 9:30-10:00 Walk to Itsukushima Shrine entrance
- 10:00-11:30 **Briefing from head priest of Itsukushima Shrine/World Heritage/Site on cultural preservation in an era of internationalization**  
Michinori Fukuda, Priest, Itsukushima Shrine

*The 6<sup>th</sup> Century Shinto Shrine at Itsukushima is considered one of Japan's most sacred sites, and its stewards have had to try to cope with damage from natural disasters and, increasingly now, from climate change and a flood of overseas tourism. The head of the shrine will discuss how the community has balanced concerns about the security and sustainability of the fragile site, which is threatened by rising water levels and increasingly frequent disasters, with the imperatives of local economic revitalization and the impact of globalization.*

- 12:00-13:00 **Discussion on Globalization and the Local Economy with village leaders from Miyajima Chamber of Commerce**

*In our only visit to a rural area, we will have luncheon discussion with local leaders on how the economic dislocations and the influx of foreign visitors that has accompanied globalization has changed a traditional and tight-knit community, how the local economy has adapted, and the measures are being taken to ensure that local residents can have a secure economic future.*

- 13:10 -13:20 Travel from Miyajima Island to Hiroshima (Miyajimaguchi) by ferry

- 13:30-14:45 Travel by bus to Hiroshima Airport

- 15:35-17:00 Flight from Hiroshima to Haneda Airport on JL 260

- 17:00-18:00 Taxi from Haneda Airport to Hotel New Otani & check-in

- 19:00-21:30 **Wrap-up dinner and debriefing**

Akio Okawara, President, JCIE  
Hideko Katsumata, Executive Director & COO, JCIE  
Hifumi Tajima, Chief Program Officer, JCIE  
Dai Funaki, Program Officer, JCIE

*At a wrap-up dinner, we will reflect on the main opportunities and challenges for US-Japan relations that were raised during the program as*

*well as next steps for remaining informed about and engaged in US-Japan relations.*

**Saturday, June 3**

6:55	Check out of Hotel New Otani
7:05-8:50	Travel via airport limousine bus to Narita Airport
11:00	Depart Narita Airport at IAD [ANA 2]—arrive 10:40 am on Saturday

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